STANDARD OPERATING PROCEDURES OF A GRAND GUARDIAN COUNCIL JOB'S DAUGHTERS INTERNATIONAL

HL-SOP-GGC-1
APPEALS

See SOP-GGC-1

HL-SOP-GGC-2
BOOK OF CEREMONIES

Section 1.

(a) See SOP-GGC-2 Sec 1(a).

(b) A Book of Ceremonies has been adopted by this GGC and approved by the voting delegates at an Annual Session. All changes to existing ceremonies and any subsequent ceremonies shall be adopted in the same manner. All ceremonies and changes shall be submitted to the Jurisprudence Committee of the SGC for approval.

(c)-(d) See SOP-GGC-2 Sec. 1(c)-(d)

HL-SOP-GGC-3
EDUCATIONAL AND PROMOTIONAL FUND

Section 1.

(a)-(b) See SOP-GGC-3 Sec. 1(a)-(b)

(c) This fund shall be known as the Grand Guardian Council Educational Fund and shall consist of money, obligations, donations, bequests and interest that may accumulate for said fund.

- (1) This fund shall be administered by the Education Committee. In addition, the Grand Secretary shall be the secretary of the committee and the Grand Treasurer shall be the treasurer of the committee.
- (2) An accurate record of all transactions of said committee shall be retained by the committee chairman and passed on to her/his successor.
- (3) The Grand Secretary shall be the custodian of all permanent records. She/he shall perform such duties as may be assigned to her/him by said committee.
- (4) The Grand Treasurer shall be the custodian of all funds. She/he shall perform such duties as may be assigned to her/him by said committee to include issuing of warrants for scholarship grants, such amounts as are recommended and approved by the Finance Committee not to be less than five hundred dollars ($500.00) per grant.

(d) Awards shall be granted for educational purposes. Scholarship grants shall be made only to members who are in good standing and have not reached their majority. The award given shall be a scholarship and not a loan.

- (1) Scholarship grants shall be made to a recipient subject to the current regulations of the committee.

(2) Scholarship grant recipients must be enrolled as full-time students at an accredited two (2) year college, vocational-technical school, business school, or trade school. For students attending a two (2) year or four (4) year college, "full time student" shall be interpreted to mean enrolled in not less than twelve (12) credit hours per semester.

Section 2.

(a) This fund shall be known as the Grand Guardian Council Promotional Fund and shall consist of money, obligations, donations, bequests, and interest that may accumulate for said fund.

(b) The purpose of this fund is for the promotion, growth, and welfare of Job's Daughters International within this jurisdiction.

HL-SOP-GGC-4
FINANCES

Section 1. Receipts/ Revenue

(a) All monies collected in the name of the GGC shall be received by the Grand Secretary or the Grand Treasurer and accounted for as shown under her/his duties.

(b) Sources. The GGC shall derive its revenue from the following:

(1) An annual membership fee of thirty dollars ($30.00) shall be collected from each member of the GGC. Failure to pay said fee by any member shall deprive such member of her/his privilege of right to vote in the GGC and cause her/his name to be removed from the mailing list of the Grand Secretary. This fee shall be paid by all Grand Officers, elected and/or appointed, before installed. All paid members of the GGC shall, in turn, be entitled to receive a Heartland Grand Guardian Council Directory. Committee members shall pay this fee upon appointment. Committee members not required to be members of the Grand Guardian Council shall not be required to pay this annual membership fee.

(2) Special funds have been established by the Grand Guardian Council known as the Educational Fund and Promotional Fund. Revenue for these funds shall come from obligations, donations, bequests, and interest that may accumulate for said funds.

(3) Additional revenue, sufficient to meet the operational expenses of this GGC, shall come from fund raising projects planned by the Ways and Means Committee.

(4) Those designated as life members shall pay fifty percent (50%) of the current amount of the dues for Grand Guardian Council Members as defined in HL-SOP-GGC-4 Section 1 (b) (1).

Section 2. Fees

See SOP-GGC-4 Sec. 2

Section 3. Exemptions

See SOP-GGC-4 Sec. 3

Section 4. Disbursements

(a) General Fund.

(1) The GG shall receive four hundred dollars ($400.00) from the General Fund. Two hundred dollars ($200.00) shall be reimbursed at the mid-year EGGC meeting based on allowable expenses not to exceed fifty percent (50%) of her allowance. The remaining allowable expenses shall be reimbursed on or before May 1. The second half payment is contingent upon submission and acceptance of itemized expenses to the Finance Committee. The appropriation is intended to cover all expenses incurred, including expenditures specified in this Section. An itemized statement of all expenses shall be submitted on a voucher (Form HL 6) furnished by the Finance Committee. The chairman of the Finance Committee shall forward, within thirty (30) days, the approved voucher (Form HL 6) to the Grand Treasurer for payment and file.

(2) The GGC shall send the GG as its official representative to the Annual Session of the SGC.

[a] For attending the Annual Session of the SGC, the GG shall be allowed up to one thousand dollars ($1,000.00) toward her registration, transportation, and lodging.

[b] The registration should be paid at a time that will take advantage of early registration incentives.

[c] She shall use the most economical way for transportation and all travel shall be by the shortest and most direct route.

[d] Allowance for her portion of the room, shall be allowed provided she attends all business meetings of the SGC.

[e] Cost of meals, luncheons, banquets, and sightseeing trips shall be borne by the GG. Travel expenses outside the continental United States shall be allowed after an estimated expenditure has been approved by the Finance Committee.

[f] Receipts must be submitted to the Finance Committee with Form HL 6 within sixty (60) days of return home to receive final reimbursement.

[g] In no case shall the maximum be more than actual expenses incurred.

[h] The GG may request up to seventy-five percent (75%) of her allowable reimbursable expenses be paid in advance of leaving for Supreme Session after having submitted a notarized, signed promissory note to the Grand Secretary. Promissory note will guarantee that should attendance requirements not be met, one hundred percent (100%) of the funds will be reimbursed to the GGC of Heartland no later than sixty (60) days following the end of Supreme Session. Promissory note will be held in the office of the Grand Secretary until all receipts have been submitted and approved through the Finance Committee or the payment satisfied.

(3) The least expensive official PGG's jewel shall be purchased, to be presented to each GG at the conclusion of her term.

(4) The AGG shall receive annually an amount equal to the GG's allowance from the General Fund. Payment timing and requirements will be identical to the GG's allowance as provided in HL-SOP-GGC-4 Sec. 4 (a) (h).

(5) If the AGG attends the Annual Session of the SGC, he shall be allowed up to five hundred dollars ($500.00) toward his registration, transportation, and lodging.
   [a] Allowance for his portion of the room, shall be allowed provided he attends all business meetings of the SGC.
   [b] Cost of meals, luncheons, banquets, and sightseeing trips shall be borne by the AGG. Travel expenses outside the continental United States shall be allowed after an estimated expenditure has been approved by the Finance Committee.
   [c] Receipts must be submitted to the Finance Committee with Form HL 6 within sixty (60) days of return home to receive final reimbursement.
   [d] In no case shall the maximum be more than actual expenses incurred.
   [e] The AGG may request up to seventy-five percent (75%) of his allowable reimbursable expenses be paid in advance of leaving for Supreme Session after having submitted a notarized, signed promissory note to the Grand Secretary. Promissory note will guarantee that should attendance requirements not be met, one hundred percent (100%) of the funds will be reimbursed to the GGC of Heartland no later than sixty (60) days following the end of Supreme Session. Promissory note will be held in the office of the Grand Secretary until all receipts have been submitted and approved through the Finance Committee or the payment satisfied.

(6) The least expensive official PAGG's jewel shall be purchased, to be presented to each AGG at the conclusion of his term.

(7) The Grand Secretary shall not receive any funds for her/his services.

(8) The Grand Secretary shall have a Petty Cash Fund of one hundred dollars ($100.00) to meet the needs of the operation of the office. Total amount of monthly receipts and disbursements of the Petty Cash Fund shall be shown on the monthly financial statement as specified in the HL-B-GGC Art. III Sec 6 (n). This Petty Cash Fund shall be reimbursed as needed.

(9) The Grand Treasurer shall not receive any funds for her/his services.

(10) The Grand Secretary and the Grand Treasurer shall be bonded by an acceptable surety company; the percentage being rated on a minimum of one thousand dollars ($1,000.00). The premium on the bond shall be paid from the General Fund of the Grand Guardian Council and approved by the Grand Guardian, Associate Grand Guardian, and the Finance Committee.

(11) The sum of one thousand dollars ($1,000.00) may be loaned to the Session Arrangements Committee as "an advance" for the Annual Session of the GGC. This loan may be made from the General Fund; check drawn during the month of July prior to the June in which the session is to be held; reimbursement to be paid prior to June 1 of the year in which the session is to be held.

(12) All expenses incurred by the Session Arrangements Committee shall be paid from funds collected by that committee. However, should there be a deficiency, said deficiency shall be paid from the General Fund of the GGC.

(13) If the SG and/or ASG make a Supreme Visitation to the Heartland jurisdiction, they shall receive a twenty-five dollar ($25.00) gift to be presented to each if they are in attendance.

(14) Expenses incurred by the Proceedings Committee shall be paid from the General Fund.

(15) The Directors Insurance shall be paid from the General Fund.

(b) Educational Fund

(1) Scholarship grants shall be paid from the Educational Fund after approval of the Finance Committee.

(2) Expenses incurred by the Heartland Knowledge Course Committee shall be paid from the Educational Fund after approval of the Finance Committee.

(c) Promotional Fund

(1) Fifty percent (50%) of the cost of the Lily-of-the-Valley Award, Degree of Purple Award and the Golden Cloak Award shall be paid for from the Promotional Fund after the approval of the Finance Committee. The remaining 50% will be paid for by the Bethel, the recipient or donations.

(2) Miss Heartland Job's Daughter and Jr. Miss Heartland Job's Daughter shall be required to submit bills and/or receipts for their travel expenses to the Finance Committee for consideration for reimbursement from the Promotional Fund. All expenses incurred for cleaning of capes and/or crowns, tiaras or other official Miss Heartland Job's Daughter and Jr. Miss Heartland Job's Daughter paraphernalia will be paid from the Promotional Fund. Expenses incurred by the Miss Heartland Job's Daughter and Jr. Miss Heartland Job's Daughter Pageant Committee for sashes for the Miss Heartland Job's Daughter and Jr. Miss Heartland Job's Daughter will be paid from the Promotional Fund.

(3) The GGC shall send the Miss Heartland Job's Daughter as its official entrant in the Miss International Job's Daughter Pageant. The following expenses will be paid for her, not to exceed five hundred dollars ($500.00):

[a] Transportation: Expenses shall be round trip by the shortest most direct route. Allowable transportation expenses include airfare, baggage fees, bus fare, train, gas and tolls.

[b] Lodging: Allowance shall be solely for her portion of her accommodations.

[c] All receipts must be submitted to the Chairman of the Finance Committee along with a voucher (HL Form 6) within sixty (60) days of return home for consideration for reimbursement.

[d] The Miss Heartland may request up to seventy-five percent (75%) of her allowable reimbursable expenses be paid in advance of leaving for Supreme Session after having submitted a notarized, signed promissory note to the Grand Secretary. Promissory note will guarantee that should attendance requirements not be met, one hundred percent (100%) of the funds will be reimbursed to the GGC of Heartland no later than sixty (60) days following the end of Supreme Session. Promissory note will be held in the office of the Grand Secretary until all receipts have been submitted and approved through the Finance Committee or the payment satisfied.

(4) The registration fee for Miss International Job's Daughter Pageant will be paid no later than the deadline imposed by the Miss International Job's Daughter Pageant Committee. The registration fee shall be paid by the GGC from the Promotion Fund.

(5) If the Junior Miss Heartland Job's Daughter chooses to attend the Annual Session of the Supreme Guardian Council during her term, the Grand Guardian Council will reimburse her for the following expenses, not to exceed three hundred fifty dollars ($350.00):

[a] Transportation: Expenses shall be round trip by the shortest and most direct route. Allowable transportation expenses include airfare, baggage fees, bus fare, train, gas and tolls.

[b] Lodging: Allowance shall be solely for her portion of her accommodations.

[c] All receipts must be submitted to the Chairman of the Finance Committee along with a voucher (HL Form 6) within sixty (60) days of return home for consideration for reimbursement.

[d] The Miss Heartland may request up to seventy-five percent (75%) of her allowable reimbursable expenses be paid in advance of leaving for Supreme Session after having submitted a notarized, signed promissory note to the Grand Secretary. Promissory note will guarantee that should attendance requirements not be met, one hundred percent (100%) of the funds will be reimbursed to the GGC of Heartland no later than sixty (60) days following the end of Supreme Session. Promissory note will be held in the office of the Grand Secretary until all receipts have been submitted and approved through the Finance Committee or the payment satisfied.

(6) The GGC shall pay the registration fee for the Annual Session of the SGC for the Miss Heartland Job's Daughter and the Jr. Miss Heartland Job's Daughter. The registration fee may be paid at a time that will take advantage of early registration incentives.

SOP-GGC-5
GRAND BETHELS

See SOP-GGC-5.

SOP-GGC-6
INSTALLATION

See SOP-GGC-6.

SOP-GGC-7
MANUAL OF RULES AND REGULATIONS

See SOP-GGC-7.

SOP-GGC-8
MEETINGS

Section 1. Annual Session

(a) This GGC shall meet in Annual Session not to exceed three (3) consecutive days during the month of June.
  (1) The exact date and location shall be left to the discretion of the Grand Guardian, Associate Grand Guardian, and Session Arrangements Committee. Such meetings, to begin on the first full day, shall continue in session, with suitable recesses, until the meetings/installation are concluded.
  (2) The time allowed for reading the report of any officer shall not exceed five (5) minutes, except for the report of the Grand Guardian, Associate Grand Guardian, Grand Secretary and the Grand Treasurer, who shall be allowed one-half (1/2) hour. Detailed reports shall be presented in the proceedings.
  (3) The complete report of the Jurisprudence committee concerning proposed amendments to the Constitution and Bylaws shall be the first order of business after the reports of the GG and AGG.

(b) See HL-SOP-SGC-16 for Rules of Order and Parliamentary authority.

(c) At least one (1) hour of the Annual Session of the Grand Guardian Council shall be set aside and known as Job's Daughters Hour.

(d) Each Bethel may have one (1) Daughter representatives who will be allowed to participate in amendment discussions at Business Meetings of the GGC. These Daughters will not have voting privileges.
  (1) Bethel Daughters will vote to determine who will be their representative. With the approval of the BGC, the name will be submitted to the Session Arrangements Committee by May 1 prior to the annual session.
    [a] Daughters must be at least 16 years of age and have been a member in good standing for at least one (1) year.
  (2) Daughter representatives will review all proposed amendments and review the proposed amendments for the Daughters present at Job's Daughters Hour held during the Annual Session.
    [a] Daughter representatives will share input gleaned from members during their discussion.

Section 2. Executive Council Meeting

(a) The elective officers of the GGC may hold meetings of the Executive GGC at any time upon call of the GG with the approval of any two (2) members of the Executive GGC.

HL-SOP-GGC-9
PENALTIES AND FINES

Section 1. Fines:
(a)-(c) See SOP-GGC-9

HL-SOP-GGC-10
VACANCIES

Section 1.
(a)-(d) See SOP-GGC-10
(a) If an appointive GGC Officer is unable to perform the duties of her/his office, the GG may, after advising with the Executive GGC, appoint a Special Deputy to assist with the duties of that office. The Special Deputy will be a member of the GGC of Heartland. The appointment will continue until the GGC Officer can resume her/his duties or until the next election of the GGC.
(b) In the event an elective officer is unable to perform their duties, with a majority approval of the EGGC, the Grand Guardian may consider the office vacant, subject to appeal. (See B-GGC-Art. XVII Sec. 1.3.1)
(c) Should a vacancy occur on a GGC Committee, the GG shall appoint an eligible member to fill the vacancy. Said member appointed shall serve for the balance of the term specified.

HL-SOP-GGC-101
DESCRIPTIVE INDEX OF HEARTLAND FORMS

Form No.	Description
HL 1	Membership Card. Size 2 x 3½ inches. Properly signed and stamped with Grand Guardian of Heartland seal, issued annually, by the Grand Guardian to all members who have paid the annual membership fee.
HL 2	Certification of Bethel Guardian Council Installation. Size 8½ x 11 inches. To be completed and signed by a qualified installing officer and returned to the Grand Guardian immediately following Installation of the Bethel Guardian Council.
HL 3	Election Ballot of the Grand Guardian Council Officers. Size 4¼ x 11 inches. Used by members when casting their vote for Executive officers of the Grand Guardian Council of Heartland.
HL 4	Tally Sheet Grand Guardian Council of Heartland. Size 8½ x 11 inches. Used by tellers when counting the ballots for election of Executive officers of the Grand Guardian Council of Heartland.
HL 5	Invoice for Supplies Grand Guardian Council of Heartland. Size 7 1/8 x 11 inches. Used by the Grand Secretary when billing for supplies.
HL 6	Voucher. Size 8½ x 11 inches. Used by those submitting bills to the Finance Committee for approval of payment by the Grand Secretary.
HL 7	Proceedings Order Form. Size 5½ x 8½ inches. Used by those desiring to order proceedings of the Annual Session of the Grand Guardian Council of Heartland.
HL 8	Order Form. Size 5½ x 8½ inches. Used by anyone placing an order for supplies from the Grand Secretary.

HL 9	Scholarship Grant Application Packets. Size 8½ x 11 inches. Contains: Form 1, Rules and Regulations for the Educational Fund Committee. Form 2. Daughter's Application for Job's Daughters Scholarship Grant. HL 10 Bethel Award. Size 5½ x 8½ inches. Properly signed and stamped with the seal of the Grand Guardian Council of Heartland, issued by Contest Chairperson to Bethels participating.
HL 11	Individual Award. Size 5 ½ x 8 ½ inches. Properly signed and stamped with seal of the Grand Guardian council of Heartland, issued by Contest Chairperson to members participating.
HL 12	Grand Bethel Membership Card. Size 2 3/8 x 3 7/8 inches. Issued by the Secretary of the Board of Directors of Grand Bethel to active Job's Daughter members in the State of Heartland who have paid the required dues.
HL 13	Grand Bethel Letter of Intent: Size 8 ½ x 11 inches. Used by Honored Queens to indicate their interest in serving as a Grand Bethel Officer. Properly completed forms must be submitted to the Board of Directors of Grand Bethel.
HL 14	Intentionally blank.
HL 15	Grand Bethel Member of Honor. Size 3 5/8 x 5 5/8 inches. Issued to those who have been elected Members of Honor of the Grand Bethel of Heartland in recognition of service rendered.
HL 16 (a)	Release Form. Size 8½ x 11 inches. To be signed by parents or legal guardians and notarized for all Grand Bethel Officers under eighteen (18) years of age. Releases Grand Guardian Council from responsibility.
HL 16 (b)	Release Form. Size 8½ x 11 inches. To be signed by parents or legal guardians and notarized for All Grand Bethel Officers eighteen (18) years of age or over. Releases Grand Guardian Council from responsibility.
HL 16 (c)	Release Form. Size 8½ x 11 inches. To be signed by parents or legal guardians and notarized for any Miss Heartland Job's Daughter under eighteen (18) years of age. Releases Grand Guardian Council from responsibility.
HL 16 (d)	Release Form Size 8½ x 11 inches. To be signed by parents or legal guardians and notarized for any Miss Heartland Job's Daughter eighteen (18) years of age and over. Releases Grand Guardian Council from responsibility.
HL 16 (e)	Release Form Size 8½ x 11 inches. To be signed by parents or legal guardians and notarized for any Jr. Miss Heartland Job's Daughter. Releases Grand Guardian Council from responsibility.
HL 17	Royal Purple Degree Nomination. Size 8½ x 11 inches. Used to nominate a Majority Member for the Royal Purple Degree.
HL 18	Royal Purple Degree Recommendation. Size 8½ x 11 inches. Used to recommend a Majority Member for the Royal Purple Degree.
HL 19	JDI Knowledge Course Enrollment. Size 8½ x 11 inches. Used by the requesting enrollment in either JDI Knowledge Course and by the JDI Knowledge Course Committee to record pertinent information regarding completion of those lessons.
HL 20	JDI Knowledge Course Certificate. Size 8½ x 11 inches. Properly signed and stamped with the seal of the Grand Guardian Council of Heartland, issued to all those who have successfully completed either of the two JDI Knowledge Courses.
HL 21	Golden Cloak Award Nomination. Size 8½ x 11 inches. Used to nominate a member of the Grand Guardian Council of Heartland for the Golden Cloak Award.

HL 22 Golden Cloak Award Recommendation. Size 8½ x 11 inches. Used to recommend a member of the Grand Guardian Council of Kansa for the Golden Cloak Award.

HL 23 Golden Cloak Award Certificate. Size 8½ x 11 inches. Properly signed and stamped with the seal of the Grand Guardian Council of Heartland, issued to recipients of the Golden Cloak Award.

HL 24 Silver Lining Award. Size 8½ x 11 inches. Used by Bethel members to nominate an adult for the Silver Lining Award.

HL 25 Silver Lining Award Recommendation. Size 8½ x 11 inches. Used by the line officers of a Bethel to recommend to the Executive Guardian Council the nominee for the Silver Lining Award.

HL 26 Silver Lining Award Certificate. Size 8½ x 11 inches. Properly signed and stamped with the seal of the Bethel, issued to recipients of the Silver Lining Award.

HL 27 Lily-of-the-Valley Award Nomination Form. Size 8½ x 11 inches. Used by a Bethel Guardian to nominate a Daughter of a Heartland Bethel for the Lily-of-the-Valley Award.

HL 28 Lily-of-the-Valley Award Recommendation Form. Size 8½ x 11 inches. Used to recommend a Daughter of a Heartland Bethel for the Lily-of-the-Valley Award.

HL 29 Lily-of-the-Valley Award Criteria Form. Size 8½ x 11 inches. Used to supply the Lily-of-the-Valley Award Committee with information pertaining to a Daughter nominated for the Lily-of-the-Valley Award using requirements at more than one (1) Bethel.

HL 30 Grant application for Executive Councils of Heartland Bethels for funds from the Promotional Fund. Size 8½ x 11 inches. Properly signed by members of the Executive Councils of Heartland Bethels and submitted with proper receipts and other required documents.

HL-GGC-SOP-102
GRAND DEPUTY

Section 1.

(a)-(b) See C-GGC Art. XIV Sec. 1 (a)-(b)

(c) It shall be their duty to:

(1) Supervise no more than four (4) Bethels in her/his jurisdiction.

(2) Visit each assigned Bethel at least once, or as necessary, during each Honored Queen's term.

(3) Check ritualistic work and books of the Bethel and BGC; to investigate problems and consult with the GG regarding same; to perform such other duties as directed by the GG.

(4) Attend at least one (1) BGC meeting of the assigned Bethel each six (6) months.

(5) Assist the Promotion Committee when requested to do so by the Grand Guardian or the chairman of the Promotion Committee.

(6) Submit to the GG and the VGG, a written report of the activities and condition of assigned Bethels prior to January 1 and June 1 of each year; the latter being a comprehensive report.